

# Agenda

## The City of Frederick Mayor & Board of Aldermen Business Meeting/Workshop

August 14, 2013

3:00 PM

City Hall Boardroom

Call to order & Pledge Allegiance

### I. Business Meeting

All matters included under this item are considered to be routine by the Mayor and Board of Aldermen and are being heard at the Workshop pursuant to Section 3: Meetings, Rule 3.7: Work Sessions of the Rules of Procedure of the Mayor and Board of Aldermen. They will be approved by one motion, without separate discussion of each item, unless any member of the Board of Aldermen or public requests an item or items to be removed from the Agenda. Any item removed from the Agenda will be considered separately. The removed item may be considered separately at the end of the Business Meeting or at a Regular Public Hearing.

#### A. PURCHASES

1. Approval and issuance of a purchase order to Horizon Distributors in the amount of \$33,986.00 for two Smithco Superstar 3 WD Athletic Field Conditioners (bunker rakes).
2. Approval and issuance of a purchase order to Horizon Distributors in the amount of \$43,870.00 for two Smithco Sweep Star V62 Sweeper-Vacs.
3. Approval and issuance of a purchase order to Horizon Distributors in the amount of \$79,138.00 for a Jacobsen HR-9016 Turbo Rotary Mower.
4. Approval and issuance of a purchase order to Turf Equipment and Supply Company in the amount of \$39,454.00 for a new Toro Multi Pro 5800D 300 Gallon Sprayer.
5. Approval and issuance of a purchase order to Horizon

Distributors in the amount of \$89,955.00 for nine Hustler Z Zero-Turn Mowers.

6. Snow removal equipment for Frederick Municipal Airport

- a. Approval and issuance of a purchase order to Five Star International, LLC in the amount of \$112,700 for a new truck chassis at the Frederick Municipal Airport.
- b. Approval and issuance of a purchase order to MJR Equipment in the amount of \$87,250 for equipment associated with new truck chassis at the Frederick Municipal Airport to include a stainless steel body, safety lighting, eighteen foot snow plow and stainless steel spreader.

7. Approval and issuance of purchase order to Criswell Chevrolet Inc. in the amount of \$382,363.70 for the purchase of ten 2014 Chevrolet 3500HD 4WD Pickups and one Chevrolet 2500HD 4WD Pickup.

\*Rule 3.7 of the Mayor and Board of Aldermen Rules of Procedure allows for approval of Consent Agenda items at the Workshop on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month.

## **II. Workshop Agenda topics**

- 1. Presentation of a Draft Social Media Policy for The City of Frederick – Susan Harding, Michele Bowman
- 2. Presentation of an Update to the City of Frederick Purchasing Policies and Procedures
- 3. Aldermanic Comments

It is the policy of the Mayor and Board of Aldermen to permit public comment limited to five (5) minutes per person or ten (10) minutes per group. A sign up sheet is available prior to the meeting.

The City of Frederick is committed to the letter and spirit of the Americans with Disabilities Act. Individuals requiring special accommodations are

requested to call prior to the meeting to make arrangements. Please call 301.600.1380.  
This meeting will be broadcast live on cable television government channel 99.

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\* The August 14, 2013 Business Meeting/Workshop meeting is available for viewing in its entirety via Granicus web streaming on The City of Frederick website, [www.cityoffrederick.com](http://www.cityoffrederick.com)

### Business Meeting Agenda

Mayor Randy McClement called the Business Meeting/Workshop to order at 3:00 PM.

Mayor McClement led the Pledge of Allegiance

Attendees – Mayor Randy McClement, Aldermen Karen Young, Michael O'Connor, Shelley Aloï, Carol Krimm, Kevin Russell, City Attorney Sandra Nickols

### Business Meeting

#### PURCHASES

**A.1** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0 consent agenda item A-1. The approved item is:

A.1 Approval and issuance of a purchase order to Horizon Distributors in the amount of \$33,986.00 for two Smithco Superstar 3 WD Athletic Field Conditioners (bunker rakes).

**A.2** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0

consent agenda item A-1. The approved item is:

A.2 Approval and issuance of a purchase order to Horizon Distributors in the amount of \$43,870.00 for t  
Smithco Sweep Star V62 Sweeper-Vacs.

**A.3** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0  
consent agenda item A-1. The approved item is:

A.3 Approval and issuance of a purchase order to Horizon Distributors in the amount of \$79,138.00 for a  
Jacobsen HR-9016 Turbo Rotary Mower.

**A.4** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0  
consent agenda item A-1. The approved item is:

A.4 Approval and issuance of a purchase order to Turf Equipment and Supply Company in the amount  
of \$39,454.00 for a new Toro Multi Pro 5800D 300 Gallon Sprayer.

**A.5** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0  
consent agenda item A-1. The approved item is:

A.5 Approval and issuance of a purchase order to Horizon Distributors in the amount of \$89,955.00 for  
nine Hustler Z Zero-Turn Mowers.

**A.7** On a motion made by Alderman Russell and seconded by Alderman Aloï the Board unanimously approved 5-0  
consent agenda item A-1. The approved item is:

A.7 Approval and issuance of purchase order to Criswell Chevrolet Inc. in the amount of \$382,363.70 for  
the purchase of ten 2014 Chevrolet 3500HD 4WD Pickups and one Chevrolet 2500HD 4WD Pickup.

**A.6** On a motion made by Alderman Aloï and seconded by Alderman Young the Board unanimously approved 5-0  
consent agenda item A-1. The approved item is:

A.6 Snow removal equipment for Frederick Municipal Airport

- a. Approval and issuance of a purchase order to Five Star International, LLC in the amount of  
\$112,700 for a new truck chassis at the Frederick Municipal Airport.
- b. Approval and issuance of a purchase order to MJR Equipment in the amount of \$87,250 for  
equipment associated with new truck chassis at the Frederick Municipal Airport to include a  
stainless steel body, safety lighting, eighteen foot snow plow and stainless steel spreader.

## Workshop Agenda

1. Presentation of a Draft Social Media Policy for The City of Frederick – Susan Harding, Michele Bowman

**Discussion** – Susan Harding, Public Information Coordinator and Michele Bowman, Neighborhood Advisory Council (NAC) Coordinator presented the draft Social Media Policy for The City of Frederick. Presently The City of Frederick does not have a social media policy. A social media policy would ensure that a designated person is able to view/revise the content of a social media site that is under the name of The City of Frederick.

### Public Comment

None

**Conclusion** – Michele Bowman will schedule a meeting for all NAC coordinator to discuss and provide input on a social media policy and how it could affect NACs. The draft social media policy will return to a future workshop for continued discussion.

2. Presentation of an Update to The City of Frederick Purchasing Policies and Procedures

**Discussion** – Kandi Fullerton, CPPB Purchasing Manager presented the updated Purchasing and Policies Procedures. The current Purchasing policies and Procedures were originally approved by Mayor and Board of Aldermen on October 4, 2001. In the past 12 years there have been significant updates to policy, practices and position titles which makes current P&P obsolete.

### Public Comment

None

**Conclusion** – This item will move forward to a Public Meeting for formal action.

3. Aldermanic Comments

- Alderman Young wished Katie Barkdoll a happy birthday. Alderman Young complimented the staff that presented at today's workshop in two important policy areas. Regarding the upcoming City election, Alderman Young request that candidates be respectful and leave City employees out of their election campaigns as it could put an employee in an awkward and uncomfortable position.
- Alderman Russell reminded everyone of the upcoming Tour de Frederick, High Wheel Race and the Frederick History Bicycle Tour this weekend as well as the 3 foot rule applying to motorists passing a cyclist.
- Alderman Aloï spoke on the soon to be open pump track. Alderman Aloï also read an email from an employee and stated that good people coming together with great ideas make good things happen.
- Alderman Krimm reminded everyone that Tax Free Week is going on at this time.
- Alderman O'Connor spoke in reference to the annexations coming forward for a vote tomorrow at the Public Meeting. Regarding the Caidlyn Annexation, the language must be changed to a "pay in lieu of taxes" or a reduced tax level or he will not be able to support it. Alderman O'Connor wanted to state this now so as to give his colleagues a heads up prior to the actual vote.

The meeting adjourned at 5:00 PM.

Respectfully submitted,

Susan Harding